

**PARK AND RECREATION DEPARTMENT
TOWN OF NEEDHAM, MASSACHUSETTS**

**ADULT SPORTS ORGANIZATIONS
Permit Request Check Sheet**

This check sheet will serve as your guide to the process for requesting field space. No request will be honored unless ALL information is submitted by the deadline. The Field Scheduling Booklet will answer most, if not all, of your questions. Submit this form with your information.

- ☐ Submitted current Certificate of Insurance
- ☐ Contacted individual team managers to inform them of rules/regulations and field fee information
- ☐ Completed and submitted one (1) contact information sheet with two contacts
- ☐ Completed and submitted program/league information sheet; new program sheet, if applicable
- ☐ If applicable, waiver form for extension of season
- ☐ If applicable, completed Special Event Request Form, Carleton Pavilion Request, or Request to use Athletic Field Lights
- ☐ Submitted prior season's official roster per team, and will submit new season rosters when available
- ☐ Submitted proof of residency or Needham employment, or will pay \$5/participant for those without proof
- ☐ SIGN BELOW TO ACKNOWLEDGE YOU HAVE READ THE INFORMATION IN THE FIELD SCHEDULING BOOKLET AND WILL ADHERE TO THE RULES AND REGULATIONS.

Signature: _____

Date: _____